

## INSTRUCTIONS FOR FILING CERTIFICATES OF SERVICE

- STEP 1    Type in all applicable information on the form then print, sign, and file with the Court.
- STEP 2    To file, you must submit the completed form to the Court by mail or in person.
- STEP 3    **If filing in person**, bring the completed form to the Court, date stamp it and drop it in the drop box at the Self-Service Center in the Court lobby.

**If filing by mail**, send the original to the Scottsdale City Court at 3700 North 75<sup>th</sup> Street Scottsdale, AZ 85251.



Plaintiff  Date of Birth -VS-  Defendant	Court Case No.  <u>AZ007111J</u> Court No., NCIC  <u>0751</u> Court No., DPS	<b>CERTIFICATE OF SERVICE</b>
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USE THIS FORM ONLY IF YOU ARE A PERSON AUTHORIZED UNDER A.R.C.P. 4 TO SERVE LEGAL PAPERS.

STATE OF ARIZONA ) ss  
COUNTY OF )

The undersigned, being first duly qualified by law, swears or certifies that the following was served:

Copy of the Petition and Order of Protection

Copy of the Petition and Injunction Against Harassment

Copy of the Petition and Injunction Against Workplace Harassment

Notice of Hearing

Upon Plaintiff Defendant on

Date (mm/dd/yyyy)

Time (hh:mm)

Address

City

State

Zip

\_\_\_\_\_  
Signature of Person Serving Process

Registered Process Server (MUST BE NOTARIZED)

Peace Officer (NEED NOT BE NOTARIZED)

Office or agency of Peace Officer

Identification Number

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Year)

My commission expires:

Notary Public

Charges: Services

Mileage

Fees Paid

Notary Fees

TOTAL

IN ACCORDANCE WITH A.R.S. 12-1809 AND 13-3602, THIS CERTIFICATE OF SERVICE MUST BE PROMPTLY FILED WITH THE CLERK OF THE ISSUING COURT NAMED ABOVE.